Printworks® Digital Photo Scrapbook/Calendar Kit

PRINTING IS OUR PASSION

Items In The Kit

Each kit contains the following:

15 Double Sided Semi-Gloss Sheets

2 Frosted Plastic Cover Sheets

Snap-On Binder

Clip

Designing Your Project

Download Software and User Manual
Go to **www.myprintworks.com/downloads.asp** to download a free copy of the Printworks Scrapbook & Calendar Creator.

Using the Software
The **Quick Start Guide** on the reverse side will get you started designing your scrapbook or calendar. If you need additional help designing your project refer to the help menu within the program. It is located in the top menu of the software. It has a complete guide of all the program features.

Printing Your Project

*To achieve optimum image results – **please read instructions** prior to printing*

IMPORTANT! **Print a Test Page**

We suggest first printing your project on a sheet of plain paper to ensure the desired size and location of the image. To conserve ink, set your print quality to fast or draft mode. *Image quality will not be as good when printed on plain paper*.

Printing Your Project

How To Load Paper Into Printer
Load a single sheet into your printer according to the diagram below. ***Only feed one sheet at a time***

When printing the following…

Portrait
Left Side

Landscape
Image Page

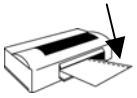
Portrait
Cover and Right Side

Landscape
Date Page

Feed the Paper

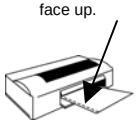
Top Feeding Printers
Hole punch on the Left. If you already printed on one side, image is face down.

Bottom Feeding Printers
Hole punch on the Right. If you already printed on one side, image is face up.



Top Feeding Printers
Hole punch on the Right. If you already printed on one side, image is face down.

Bottom Feeding Printers
Hole punch on the Left. If you already printed on one side, image is face up.



The image page of the calendar will be printed on the date page of the previous month. For example, February's image page will be printed on the back of January's date page. **Months can only be printed one month at a time.**

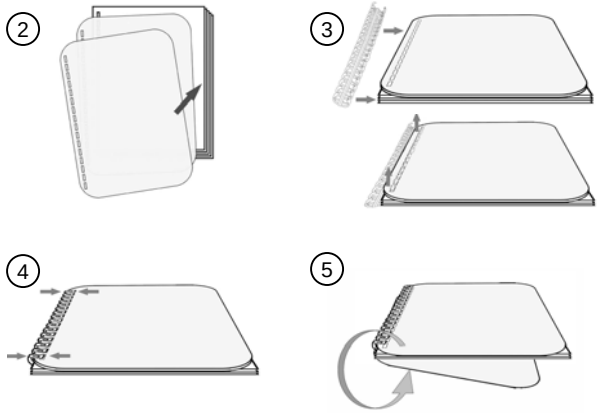
Calendar Cover Page: If you want to make a cover page for your calendar, create a page in the scrapbook portion of the program and print it on a blank sheet so that the holes are on the top or left side of your printed page. See diagram above.

Use the Correct Printer Settings
To ensure best print quality, please select the printer settings from the chart below: Make sure that *print on both sides* or *duplex printing* option is NOT selected.

Brand	Media Type	Print Quality
HP	HP Everyday Photo Paper, Semi-Gloss	Best
Canon	Photo Paper Plus Glossy	High
Epson	Premium Photo Glossy	Best Photo
Lexmark	Photo/Glossy	Best

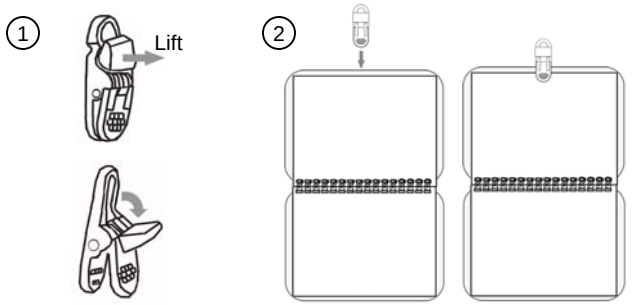
Assembling Your Project

Assemble Sheets and Binding
1) Arrange all pages in the proper order
2) Place the two coversheets on top of the stack
3) Slide binding rings through the holes in the coversheets and pages
4) Snap binding together
5) Fold top coversheet to the back



Your scrapbook or calendar is now assembled!

Use Clip to Hang Up The Calendar
1) To open clip, lift up lever
2) Clasp clip onto calendar as shown below
3) Place a nail in the desired hanging location and slip nail through hole in clip



PARIS Business Products, Inc.
Paris Business Products, Inc.
New Jersey, USA
www.myprintworks.com

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Quick Start Guide For Printworks Scrapbook & Calendar Creator

Getting Started

1. Double-click the PW Scrapbook & Calendar Creator icon on your desktop to open program.
2. Follow the onscreen instructions to select your project type and orientation.

Creating an Album of Your Images

This feature allows you to put all of your photos and images in one convenient album.

1. Click on the *insert image and text* button on the top left of the screen.
2. Select *my album* from the drop-down box (next to select an album) and then select edit album.
3. Click *add images*. Select the image that you want to add and click open. Repeat this step until you have all the images that you want to add to the album.(To delete an image from an album right-click on the image name in the box on the left and select delete)
4. Click the *save* button.

Note: You can create as many albums as you like. The album will stay in the program until you delete it or uninstall the program.

Calendar Date Options

Options: To view all calendar date editing options *right click* on any date box in the calendar. This will bring up a list of menu items to choose from. Use these menus to set the date location, color, and much more.

Event images: These images can be resized in the day content by dragging the corners of the image.

Note: The color scheme will be applied to the entire calendar.

Months: Use the arrow buttons on either side of the month and year on the top menu to flip through months.

Year: To get a new year click *new* under file and select the year in the personalized calendar pop up box.

Insert Images and Text Button

Tabs: Images / Clip Art / Text

Images: To add photos to your project, simply select the image you want from the albums on the left and drag and drop it onto the work surface. Or click on the *from file* or *browse* button to select an image that is not in an album.

Clip Art : Select the clip art of your choice from the albums and drag and drop it onto the work surface.

Text: You can add custom text to your project by using the text tab in the *insert images and text* pallet.

1. Type your text in the box provided.
2. Use the tools in the pallet to format your text.
3. Click *apply.*

Note: Text can NOT be edited after it is inserted. It can only be resized by clicking on and dragging the corners of the selection box.

Editing Images Button

Tabs: Crop / Border / Adjust

Crop: Use the crop tool to trim your images into shapes such as hearts and circles.

1. Click on the *Crop* tab.
2. Select the image in your work area that you want to crop. (You can only undo the most recent crop)
3. Select the crop shape of your choice.
4. Move and resize the crop border to desired location.
5. Click *apply.*

Borders: Use this tool to add a decorative border to your images.

1. Click on the *Borders* tab.
2. Select the image that you want to add a border to in your work area.
3. Click on the border of your choice. The border is automatically added.

Editing Images (Cont.)

Adjust: Use this tool to adjust the appearance of your photos. Select the photo that you want to edit and then use the slider bars under the Adjust tab to make changes.

Other Editing Buttons

Letter pad: Use this tool to insert pre-designed letters and punctuation.

- Click the *Letter pad* button on the left of the screen.
- Drag and drop the letters and punctuation of your choice onto the workspace.
- Once the letters are positioned and sized how you like, click *ok*.

Sketch Pad: Use this tool to add sketches to your project.

1. Click on the *sketch pad* button on the left to open the sketch pad.
2. Select your pen size and color.
3. Draw on the sketch pad and click *ok* when you are finished.

Other

Resize*:* Resize an image by selecting it and then dragging the corners of the selection box to the desired size.

Copy & Paste: Select the object that you want to copy and select *copy* from the main menu. Then select *paste.* Do NOT deselect the object before selecting *paste*.

Saving Your Project

Save commands are located in the File menu.

Save Page: Saves a new project or page.

***Save Project As*:** Saves a copy of current project under a new name.

Save Page As: Saves a copy of current page under a new name.

***Add Page* (scrapbook only):** Adds a new page to current project.